

**2011 BUSINESS EXPENSE CATEGORIES**

*If you have bookkeeping please provide that rather than using this guide*

**INCOME**

<b>Total Gross Income</b>	\$
<b>Multnomah County Gross Income</b>	\$
<b>City of Portland Gross Income</b>	\$
<b>Cost of Goods Sold - Materials or products purchased for resale</b>	\$
<b>- Subcontractors</b>	\$

**EXPENSES:**

<b>Advertising, Marketing and Promotions</b>	\$
<b>Commissions &amp; Fees</b>	\$
<b>Dues &amp; Subscriptions</b>	\$
<b>Education &amp; Professional Development</b> includes courses, CPE, seminars, books, almost anything that helps you improve yourself in your current profession.	\$
<b>Equipment Rentals</b>	\$
<b>Health Insurance Premiums (Provide employee vs. owner premiums &amp; payroll documentation)</b>	\$
<b>Insurance</b> (other than health) includes E&O, Liability, Bonds, Insurance on Business Property (do not include home office insurance)	\$
<b>Interest</b> includes interest paid on <i>business</i> loans, credit cards, and lines of credit	
<b>Legal and Professional Fees</b> includes fees paid to attorneys, accountants, bookkeepers, payroll service, tax preparers, consultants, advisors and counselors.	\$
<b>Supplies</b> other than office supplies	\$
<b>Office Expense</b> (Include here only items used for the office)	
• Postage & shipping	\$
• Copies, printing, photo developing	\$
• Office supplies (e.g. paper supplies, writing implements, clips, folders, files, etc.)	\$
• Reference books	\$
• Office tools that have a life of less than one year and are not included in "Equipment" above	\$
<b>Outside Services</b> This includes consultants and other services hired outside of your business. Indicate services provided _____	\$
<b>Rent/Lease</b> includes rent paid for work space, office space, storage space and retail space List each rental space separately. Including tools & equipment, business real estate and rental space.	\$
<b>Repairs and Maintenance</b> of business property	\$
<b>Taxes and Licenses</b>	
• Local taxes on your business	\$
• Payroll Taxes	\$
• County Personal Property tax on business property	\$
• Business registration, license, and renewal fees	\$
<b>Travel</b> (expenses incurred while traveling away from home for business) includes airline tickets, train tickets, car rentals, bus tickets, parking fees, conferences and seminar expenses. <i>Note: Record travel meals and entertainment below rather than here.</i>	\$

**AFFILIATED TAX PROS, LLC**

PROVIDING STRUCTURE FOR CREATIVE PEOPLE

<b>Meals &amp; Entertainment</b> While on business trips deduct all meals. Locally, you may only deduct meals that meet the following criteria for entertainment: to entertain clients, customers, or employees if the expense is incurred while courting new business or discussing business. The business activity should be helpful and appropriate for your business, but it <i>does not have to be indispensable</i> .	\$
<b>Utilities</b> - not related to Home Office deduction	
• Telephone/Fax services	\$
• Internet access/DSL	\$
• Electric/Gas	\$
• Garbage and recycling	\$
<b>Wages</b> paid to employees. Be sure to include employment taxes (FICA, FUTA & SUTA) under "Taxes & Licenses" above. Include nonemployee labor and subcontracted work under "subcontractors" or "outside services". Submit year end payroll reports and W-2's.	\$
<b>Other Miscellaneous Expenses</b> (list any of the following or any expenses not included in the categories above, provide any necessary explanation and documentation)	
• Bad debts from sales or services (only for businesses using the accrual method of accounting)	\$
• Employee Benefit Programs	\$
• Pensions and Profit Sharing Plans offered to employees	\$
• Research Expenses	\$
• Casualty losses or damage not reimbursed by insurance	\$
<b>Additional items for Farms</b>	
List all livestock sold. Include a brief description, whether it was bought for resale and raised by you or held for draft, breeding, dairy or sport and any expenses involved in raising the livestock sold which were not deducted during the raising years (your basis in the livestock).	
List any payments received from crop insurance or disaster relief, the date the payments were received and a brief explanation of the circumstances.	\$
How many employees did you have and how much was paid in total wages during the year?	\$

**Thank you and please feel free to contact us with any questions you may have!**